HLS05: Homeland Security, Public Safety, and Traffic Safety Supplies

	UPDATED: 3/21/2018
Contract #:	HLS05
MMARS MA #:	HLS05*
Initial Contract Term:	10/7/2015 – 9/30/2016
Maximum End Date:	Two 1 year extensions to 9/30/2018
Current Contract Term:	10/1/2016 – 9/30/2018
Contract Manager:	Stephen Lyons, 617-720-3373, steve.lyons@state.ma.us
This Contract Contains:	Supplier Diversity Program; Prompt Pay Discounts; Early Order Discounts; Volume Discount Opportunities; Large Catalog of Products and Manufacturers
UNSPSC Codes:	46-16-00
Notes:	*Contract adopted from the U.S. Communities cooperative*

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

Table of Contents

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

This contract is awarded to provide a variety of products and equipment in the areas of Homeland Security, Public Safety, Disaster Response, Emergency Preparedness, Traffic Safety, and other related needs.

The contract has one vendor: **Safeware, Inc.**

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities

Please see the standard list of Eligible Entities on our Who Can Use Statewide Contracts webpage.

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Updated: March 21, 2018   Page 1 of 7
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Contract Categories

A. Personal Protective Equipment (PPE)
B. Explosive Device Mitigation and Remediation Equipment
C. Environmental Monitoring
D. CBRNE Search & Rescue Equipment
E. Interoperable Communications Equipment
F. Detection Equipment
G. Decontamination Equipment
H. Hazardous Materials Storage
I. Spill Control and Containment
J. Physical Security Enhancement Equipment
K. Fire and Emergency Response
L. Traffic Safety
M. Facility Safety and Maintenance
N. Fall Protection and Confined Space
O. Medical and First Aid Supplies
P. CBRNE Reference Materials
Q. Related Services
R. Other Non-listed Public Safety, Law Enforcement, and Fire Equipment

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Department of Homeland Security (DHS) Authorized Equipment List Products
- Expansive portfolio of manufacturers across the Homeland Security spectrum
    o   Ability to add new manufacturers to fit niche needs
- Volume Discount Opportunities
- Prompt Payment Discounts: 1% for payments made in 45 Days; 1.5% in 10 Days
- Vendor price guarantee across all contract users
- Free delivery
- **Punchout Catalog on COMMBUYS**

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Updated: March 21, 2018   Page 2 of 7

Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | www.mass.gov/osd

Pricing, Quote, and Purchase Options

Purchasing Options

Purchases made through this contract will be direct, outright purchases.

Executive Departments: All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the Best Value Procurement Handbook.

Eligible Entities: All other Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number HLS05 when contacting the vendor for quotes or placing an order.

Pricing Options

To receive contract item information and/or quotes, buyers may contact Safeware directly:

Tanna Blazejak, Safeware Customer Service
301-683-1234 ext. 1049
1-800-331-6707
tblazejak@safewareinc.com

Obtaining Quotes

Contract users should always reference **HLS05** when contacting the vendor to ensure they are receiving contract pricing.

For a full description of how to complete a quote in COMMBUYS visit the *Job Aids for Buyers* webpage, and select:
➢ The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Discounts

Prompt Pay Discounts: A discount given to the buyer if paid within a certain time period. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

Volume Discounts: discount is quoted to buyer if a certain volume of product or service is purchased.

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Updated: March 21, 2018   Page 3 of 7
Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | www.mass.gov/osd

How to Purchase From the Contract in COMMBUYS

Select items from the Punchout catalog

Punchout catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The Punchout or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [⚙] and choose the G2B Punchout option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment. Additional information on the HLS05 Punchout specifically is found on the next page.

For a description of how to complete this purchase in COMMBUYS, visit the *Job Aids for Buyers* webpage and select either:

➢ The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer Punchout Ordering* job aid
➢ The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B Punchout* job aid.

Solicit quotes and select and purchase quoted item

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the *Job Aids for Buyers* webpage, and select:
➢ The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

Directly purchase a non-fixed price item ($0 line item)

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

Document items in COMMBUYS that have already been purchased

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the *Job Aids for Buyers* webpage, and select:
➢ The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.
Updated: March 21, 2018   Page 4 of 7
Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | www.mass.gov/osd

HLS05 Punchout on COMMBUYS

HLS05 offers buyers the benefits of shopping via COMMBUYS Punchout! To locate Safeware's HLS05 Punchout log into COMMBUYS and click on Settings near the top-right of the page (Settings appears as the gear icon between the bell and question mark icons). Click on "G2B Punchout" to progress to the "G2B Punchout Shopping" page. Once there, click on the drop-down menu for "Vendor" and select "**Safeware, Inc**" for the HLS05 Punchout. Select your "Ship-to" and "Bill-to" addresses and then click "Punchout" at the bottom. This will then redirect you to the Safeware Punchout.

HLS05 Punchout Steps

1. Log into COMMBUYS

2. Click on the gear icon towards the top-right of your page:

3. Select "G2B Punchout" from dropdown menu:
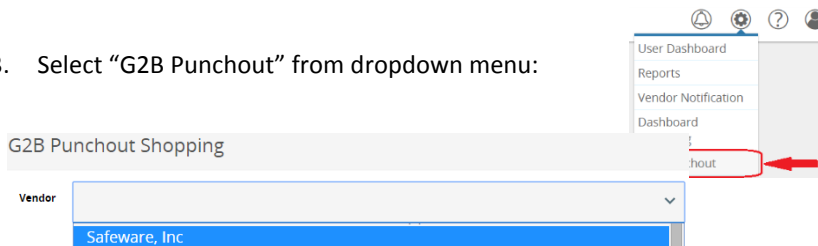
4. Select "Safeware, Inc" from Vendor dropdown menu

5. Select your Ship-to and Bill-to addresses

6. Click "Punchout"

The first page that loads will show you a Navigation Guide for the Punchout.

To be certain you are on the HLS05 Safeware Punchout page with correct pricing please check the top banner and make sure it says "Using Punchout Mode" next to the icon of a person. This indicates that you are logged into the site via the COMMBUYS Punchout profile and the pricing is HLS05 contract pricing. If you are logged out, or the "Using Punchout Mode" disappears, you should log back into the Punchout from COMMBUYS. (Note: if you are not logged into the Punchout you will see "Click Here to Log In" instead. Additionally, the banner condenses the text when the page is shrunk. Maximize the page to reveal the hidden text if this happens.)

For general information on how to purchase from a COMMBUYS Punchout, please review our [Punchout Job Aid](#).

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Updated: March 21, 2018   Page 5 of 7
Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | www.mass.gov/osd

How to Find Contract Documents

To find contract-specific documents, including this Contract User Guide, visit COMMBUYS.com and search for "HLS05" to find related Master Blanket Purchase Order (MBPO) information. For additional information on the U.S. Communities contract information please see the Additional Information section.

- To link directly to the Safeware MBPO for HLS05 visit PO-16-1080-OSD03-SRC3-00000005941

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Related Statewide Contracts

Buyers interested in the following categories should also review the current statewide contracts:

- Personal Protective Equipment (PPE): **FIR04 Public Safety Equipment**
- Interoperable Communications Equipment: **ITT46 Network Services (category 3)**
- Medical and First Aid Supplies: **HSP40 Medical Commodities**

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. ML - 801 CMR 21 defines emergency for procurement purposes. Visit the Emergency Contact Information for Statewide Contracts list for emergency services related to this contract.

Shipping/Delivery/Returns

There are no delivery/freight fees on HLS05 orders. Returns or cancellations should be negotiated with the vendor.

Additional Information

This contract is a cooperative contract through U.S. Communities with the lead agency of Fairfax County, VA. To find additional information about this contract please visit the U.S. Communities contract webpage at https://www.uscommunities.org/suppliers/safeware-mallory/. Once there you may view contract documents such as the original contract RFP, amendments, and addendums.

The cooperative contract with Safeware, Inc. was awarded September 1st, 2011 with an initial term of 3 years and four 1-year renewal options. The U.S Communities contract and its adoption in Massachusetts as HLS05 were both renewed through September 30th, 2018.

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Updated: March 21, 2018   Page 6 of 7

Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | www.mass.gov/osd

Vendor Information

HLS05 Vendor:	Safeware, Inc.
Customer Contact:	Tanna Blazejak
Phone:	301-683-1234 ext. 1049 1-800-331-6707
Email:	tblazejak@safewareinc.com
COMMBUYS MBPO*:	PO-16-1080-OSD03-SRC3-00000005941 *(public view)*
Prompt Pay Discounts	1.5% off *payments made within* 10 days 1.0% off *payments made within* 10 days
MMARS Vendor Code:	VC0000196076
MMARS Vendor Line:	1

*Note that COMMBUYS is the official system of record for vendor contact information.

Products Not Listed

HLS05 vendor Safeware has an expansive portfolio of products and manufacturers. If the product you are looking for cannot be found online, please call or email Safeware directly to inquire. If your desired product or manufacturer is not currently available on HLS05 there is the possibility that Safeware can add this product/manufacturer to the contract. All new additions to the contract are subject to approval by the U.S. Communities contract and subsequent approval by OSD. If you have any questions about whether the product you are looking for fits the scope of the HLS05 contract, please contact the OSD Contract Manager.

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Updated: March 21, 2018   Page 7 of 7

Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | www.mass.gov/osd